



Raaj Kurapati, Associate Vice Chancellor
Financial and Business Operations
(907) 474-7323
(907) 474-5850 fax
rkurapati@alaska.edu
www.uaf.edu/finsvcs/

Financial Services and Business Operations
University of Alaska Fairbanks, P.O. Box 757920, Fairbanks, Alaska 99775-7920

MEMORANDUM

TO: Deans and Directors and Financial Managers
FROM: Raaj Kurapati, Associate Vice Chancellor, Financial Services
DATE: October 29, 2012
SUBJECT: Representational Allowance Changes

Recognizing the administrative burden caused by the current UA Regulations governing representational allowances, UAF, led by Vice Chancellor Pat Pitney requested the Statewide VP for Finance, Dr. Ashok Roy to review current expectations. Based on this review and recommendations from the three MAU's, President Gamble has approved, effective immediately, the following changes to UA Regulation 05.02.070 sections E6 and E7.

- Only entertainment expenses charged to account 8115 that are \$200 or more now require the approval of the Chancellor's designated custodian (typically Dean/Director) with a completed representational allowance form and receipt submitted to the Office of Finance and Accounting (OFA).
- Entertainment expenses charged to account 8115 that are under \$200 or any entertainment-type expenses for non-representational accounts (3008/3018, 4008/4018, 3038/4038) no longer require an approved representational allowance form to be submitted to OFA. At the very least, the expense must have the approval of the unit's account manager with a valid receipt that states the business reason for the expense and certification of benefit (see last bullet). This record must be maintained at the unit for audit purposes. Additionally, this record must be submitted as backup for reimbursements or payments to vendors through AP, or when transferring funds by JV.
- No changes have been made to section F or G, gifts or other discretionary expenditures such as coffee, refreshments, and foodstuffs provided to employees, or holiday cards and office decorations. Representational allowance forms with the designated custodian's signature and receipt are still required to be submitted to OFA.
- All requests for reimbursement or payments still require the following certification of benefit and appropriateness of expenditure statement: "I certify that the expense(s) included in this request for reimbursement or payment was (were) incurred for the benefit of the university or the respective funding agency in connection with the performance of official duties and obligations, and that, in my opinion, such expenditure(s) represent(s) an appropriate use of public or other funds used to support the expenditure."

This change in regulation will ease the paperwork burden on departments, but still keep in place the necessary controls to meet our fiduciary responsibility. If you have any questions regarding this change please contact Matt Seymour in Finance and Accounting at ext. 6170 or mjseymour@alaska.edu.

Please use the following link to review UA Regulation 05.02.070:
<http://www.alaska.edu/bor/policy/05-02.doc>

Thank you for your time.